



Privacy Policy – Training for Reality

Effective Date: 5 Oct 2026

This Privacy Policy explains how *Training for Reality* collects, uses, and protects your personal data when you visit our website, engage with our services, or communicate with us.

Training for Reality respects your privacy and is committed to protecting your personal data. This Privacy Policy is subject to periodic review and may be updated to reflect changes in legislation or our services. ICO registration number: C1680902

What Information We Collect

We may collect and process the following types of personal data:

- **Contact Information** – name, email address, phone number, job title, organisation
- **Booking & Payment Details** – course registrations, invoices, payment confirmations
- **Website Usage Data** – IP address, browser type, pages visited (via cookies and analytics)
- **Communication Records** – emails, feedback forms, and other correspondence

How We Use Your Data

We use your data to:

- Deliver training services and manage bookings
- Respond to enquiries and provide customer support
- Send relevant updates, resources, or marketing (with your consent)
- Improve our website and course offerings through analytics
- Comply with legal obligations and financial record-keeping



Sharing Your Data

We do **not** sell or rent your personal data. We may share it with:

- **Trusted service providers** (e.g. payment processors, email platforms)
- **Legal or regulatory bodies** if required by law
- **Accreditation partners** where applicable to your training

All third parties are contractually bound to protect your data.

Data Security

We take appropriate technical and organisational measures to safeguard your data, including:

- Secure servers and encrypted communications
- Access controls and staff training
- Regular reviews of data protection practices

Data Retention

We retain personal data only as long as necessary for the purposes outlined above, or as required by law (e.g. financial records for 6 years).

Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction or deletion
- Withdraw consent for marketing
- Object to certain types of processing
- Lodge a complaint with the ICO (Information Commissioner's Office)

These rights are set out in more detail at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>



Subject access requests

In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it.

We will not charge a fee for responding to this request unless your request is clearly unfounded, repetitive, or excessive, in which case we may charge a reasonable fee, or decline to respond.

We will, in most cases, reply within one month of the date of the request unless your request is complex or you have made a large number of requests in which case we will notify you of any delay and will in any event, reply within 3 months from the date of your request.

If you wish to make a Subject Access Request, please send the request to garth@training4reality.co.uk and clearly marked for the attention of the Data Compliance Officer.

Keeping your data up to date:

We have a duty to keep your personal data up to date and accurate so from time to time we will contact you to ask you to confirm that your personal data is still accurate and up to date.

If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by emailing garth@training4reality.co.uk

To exercise your rights, contact us using the details below.

Contact Us

Training for Reality

Email: garth@training4reality.co.uk

Phone: 07548 819827

Website: www.training4reality.co.uk